

TOWN OF SUNSET BEACH

TOWN COUNCIL AGENDA ITEMS

MEETING DATE: December 12, 2013

AGENDA ITEM NUMBER: 2.

SUBJECT: ADW Space Needs Study

SUMMARY OF INFORMATION:

ADW's Keith Carylton will present and hand out at the meeting the preliminary report on their findings on Town office and storage space conditions and needs, that is whether or not the existing space is adequate or more space is needed. They have spent several weeks on this to date that included site visits to view the existing space conditions and to do interviews with staff to try to determine their department needs.

This meeting and discussion will be followed by another Council meeting with ADW staff to review, discuss and make decisions on those findings after Council members have had an opportunity to study the findings and to hear from ADW.

TOWN ADM: (x) DEPT. HEAD ()